

**State of Montana**  
**Department of Public Health and Human Services**  
**PO Box 4210 Helena, MT 59604**

**VACANCY ANNOUNCEMENT**

**February 27, 2008**

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<b>TITLE:</b>	Mental Health Eligibility Specialist
<b>POSITION NO:</b>	31752
<b>LOCATION:</b>	Addictive & Mental Disorders Division, Helena
<b>STATUS:</b>	Full-Time/Permanent
<b>UNION:</b>	Non
<b>PAY GRADE:</b>	Pay Plan 20, Pay Band 5
<b>STARTING SALARY:</b>	\$28,614 - \$35,769 annually. Depending on qualifications and internal equity.
<b>SUPPLEMENT:</b>	No

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**APPLICATION DEADLINE:** State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to [hhsea@mt.gov](mailto:hhsea@mt.gov) or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Thursday, March 13, 2008**. For further information visit the DPHHS website: [www.dphhs.mt.gov/jobs](http://www.dphhs.mt.gov/jobs)

**SPECIAL INFORMATION:** This position handles protected health information.

**TRAINING ASSIGNMENT:** If there are not a sufficient number of qualified applicants, a training assignment may be considered. In order to be eligible for a training assignment, applicants must possess the required education and some relevant experience in community mental health and/or relevant experience determining eligibility (e.g., Medicaid, TANF, food stamps, etc.). Salary depends upon education and experience.

**CRIMINAL RECORDS BACKGROUND CHECK:** All successful applicants will be required to sign a release form, which authorizes the department to conduct a criminal record review to determine whether the applicant has been convicted of any criminal acts that are directly related to the responsibilities of the prospective job.

**TYPICAL DUTIES:** The primary function of this position is to determine eligibility and perform management duties in an error-free manner in order to issue service authorizations and reimbursement in a both timely and accurate manner for the Mental Health Services Plan and the Presumptive Eligibility for

Crisis Stabilization Program administered by the Mental Health Services Bureau in the Addictive & Mental Disorders Division.

**KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:**

Knowledge: Knowledge of eligibility requirements for specific mental health programs, basic eligibility requirements of other department programs, and medical/psychiatric/legal terminology; community-based and statewide mental health programs and services; and understanding of culturally diverse populations.

Skills: Skill in time management; information gathering techniques; data processing; the operation of basic office equipment (telephone, fax machine, photocopier, etc.) and personal computer; and effective oral and written communication.

Abilities: Ability to create and maintain professional and effective working relationships; communicate verbally and in writing to a variety of audiences; work independently; compute mathematical equations; evaluate and synthesize data; use a personal computer and a variety of work-related software tools; interview and extract vital eligibility information under stressful or crisis circumstances; guide the direction and scope of contacts to acquire information without compromising confidentiality; be assertive yet diplomatic; maintain large workload and constant changes that occur; and keep current on continuously developing policies that apply to new and ongoing recipients.

**EDUCATION/EXPERIENCE REQUIRED:** Two years job-related college or vocational training (or Associate's degree) in human services, business, or social work **AND** one year of experience as an eligibility examiner or case manager. Relevant experience may substitute for the formal education on a year-for-year basis. Other equivalent combinations of education and technical and professional level experience will be considered.

**APPLICATION AND SELECTION PROCESS:** This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form; and

3. Photocopy of transcripts for any coursework at a college or technical school. (*\*Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*).  
**If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to:** HUMAN RESOURCES, PO Box 4210, Helena MT 59604.

**Applications will be rejected for late, incomplete or unsigned application materials.**

**COMPENSATION:** Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

**IMMIGRATION REFORM AND CONTROL ACT:** In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

**REASONABLE ACCOMMODATIONS:** Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

**SELECTIVE SERVICE COMPLIANCE CERTIFICATION:** All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.